

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING** **SEPTEMBER 24, 2015**

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Pat Finder-Stone, Lisa Van Donsel, Larry Epstein, Supervisor Corrie Campbell, Pat Hickey

EXCUSED: Jessica Nell, Melanie Maczka

ABSENT: Ramon Fierros, Lori Rasmussen

ALSO PRESENT: Debra Bowers, Kinsey Black, Devon Christianson, Christel Giesen, Laurie Ropson, Jeremy Slusarek, Sandy Groeschel, Kelly Palmquist, Denise Misovec, Melissa Spielman, Tina Whetung, Dan Kane

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ADOPTION OF THE AGENDA:

Mr. Epstein/Ms. Swigert moved to adopt the August 27, 2015 amended agenda to include moving Prepare Now under the Emergency Management section. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF AUGUST 27, 2015:

Ms. Van Donsel /Ms. Relich moved to approve the minutes of the regular meeting of August 27, 2015. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF AUGUST, 2015 FINANCE REPORT:

Ms. Bowers reviewed the August 2015 Financial Highlights reviewing noticeable variable items in the finance summary. Due to staff position transitions and turnover throughout 2015, we are coming in under budget with salary and fringe. Ms. Bowers pointed out a new line item under nutrition revenue housing units. NEW Curative is now helping offset the unfunded costs of the nutrition program at their adult daycare sites. Food costs are coming in under budget due to actual meals served coming in lower than projected. The In-Kind numbers will show an increase in the September report due to quarterly entry. Currently revenue is greater than expenses due to grants that come in lump sum payments. This is expected to equalize as we move into the 4th quarter.

Ms. Finder-Stone/Mr. Epstein moved to approve the August 2015 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers referred to the Restricted Revenue & Expense handout to show that the ADRC did not receive any restricted donations in the month of August.

Ms. Relich/Ms. Van Donsel moved to approve the restricted donations for August 2015. **MOTION CARRIED.**

BROWN COUNTY EMERGENCY MANAGEMENT:

Ms. Spielman, Brown County Emergency Management, presented the role of the Brown County Emergency Management department which includes four phases of emergency management:

preparedness, response, recovery, and mitigation. The response and recovery section is very small; however, preparedness is very large. The Brown County Emergency Management department employs two staff but during activation up to thirty persons may come in including emergency personnel. An elected official of the jurisdiction would need to declare a state of emergency and work with Brown County Emergency Management to determine what resources are needed. To declare a state of emergency or request disaster emergency funding, an elected official must make that decision. At a city level it would be the Mayor and at the county level it would be the County Executive or the County Board Chair. During activation, it's imperative that everything is documented in order to receive state or federal funding. Brown County Emergency Management coordinate when people need to be rotated in and out of a disaster situation, if there are enough resources available to continue managing the emergency, and what agencies need to be called in for assistance.

When an evacuation needs to occur, the current municipality is responsible at the ground level. Most often the process is door to door evacuation by law enforcement. Due to the inability to maintain accurate local resident information, a list of those residents who are elderly or disabled needing assistance hasn't been feasible. In previous years, a reverse 9-1-1 system was used as a notification tool in the event of an emergency. This system could reverse call all land lines from the 9-1-1 center to alert consumers of the emergency situation. Unfortunately, 80% of calls coming into the 9-1-1 center come from cell phones and these devices are "opt in" only for this software program. The funding for this software program ended a few years ago, was taken to the public safety committee, and was voted down due to the expense of the software. Supervisor Campbell asked if this would be included on the underfunded/unfunded list requested by the County Board. Ms. Spielman indicated that they are currently looking for a software program and system that is going to be the best solution and will include this on the list provided to the Board.

Ms. Christianson indicated that not only are consumers not interested in opting into a list but their level of disability can change continuously. Having incorrect information and the ADRC being unavailable on weekends are concerns. Supervisor Campbell would like to offer consumers the opportunity to opt into a list and would like to see the ADRC explore coordination with neighborhood associations in each municipality to start emergency lists.

Ms. Spielman indicated that getting information into the hands of the people is the struggle. The key to emergency response is each person being personally prepared with alternative plans. Board members discussed using multiple forms of advertising, possibly including using radio advertisements to ask people to opt in to receive emergency alerts through text messages and then sending out a text message twice per year asking people if they want to continue to opt in. Other options included: TV, Newspaper, filling out a form, and mailing to target zip codes.

Supervisor Campbell asked if a regular safety section could be incorporated into the AddLife Newsletter. Ms. Christianson discussed that the ADRC can provide education, information, offer presentations, hand out information, and give consumers the tools they need to prepare for emergency situations. Ms. Christianson highlighted the Prepare Now document that is handed out to consumers and indicated that if worried about a neighbor, contact the non-emergency police line and they will do a welfare check.

Ms. Spielman appreciated all of the feedback from the ADRC Board members.

Ms. Christianson discussed the measures ADRC staff takes to be prepared for emergencies. Ms. Christianson referred to the Emergency Crisis Continuity of Operations Plan and asked Ms. Ropson to go over some of the highlights. Ms. Ropson indicated that employees have a duty to report and that each employee receives an Emergency Communication Plan packet of information which includes: information on how to call into voicemail to retrieve emergency communications, the Emergency Communication Plan, and a list of Staff phone numbers. The agency also has a Crisis Management Team in which Ms. Christianson is the coordinator. The UW Extension is a backup location for ADRC Staff to report in case the building isn't useable. Brown County Information Services department has

also indicated that they would be able to get network computers up and running quickly. Staff is encouraged to have a home emergency plan and the ADRC publishes an emergency preparedness article quarterly in the AddLife News and on Facebook.

Ms. Relich mentioned that the KI uses software, Plan Aware, as an emergency tool and suggested checking into it.

Ms. Ropson also indicated that the emergency documents could be stored in Laserfiche, as an alternative, so staff and Board Members could have internet access to them.

VOLUNTEER BACKGROUND CHECK POLICY:

Ms. Christianson indicated that currently we check CCAP, references, and the sexual offender registry for all volunteers and referred to the ADRC Caregiver Background Check Options handout to go over options available going forward:

- Full caregiver background check on each volunteer at the time of application and again every four years.
 - This is currently practiced on all employees and all in home workers. All current volunteers would need to complete the required BID form and have a background check completed.
- Full caregiver background check completed on each volunteer
 - All current volunteers and volunteers going forward would need to complete the required BID form and have a background check completed; however, this option would eliminate the ongoing cost and staff time to secure the required BID form from each volunteer every four years.
- Full caregiver background check completed on new volunteers going forward.
 - Going forward, new volunteers would need to complete the required BID form and have a background check completed; however, this option would reduce the cost of background checks on all current volunteers and eliminate the ongoing cost and staff time every four years.
- Continue with the current practice
 - CCAP, references, and the sexual offender registry would be checked for each volunteer

Ms. Christianson also indicated that anyone who has lived in another state within the last five years would need a national check which costs approximately \$35.

Only convictions will show up on the background check and one challenge is that the offenses that bar a person from volunteering and/or being employed are highlighted on the Wisconsin Caregiver Program Offenses Affecting Caregiver Eligibility for Chapter 50 Programs that was included in the electronic copy of the board materials. These offenses do not include theft, forgery or bad checks, etc.

The Board could come up with an additional list of offenses that would bar the ADRC from using a person as a volunteer. The ADRC would need to make sure this list of offenses is consistently followed since there are a lot of legalities with not allowing someone to volunteer or be employed who has a criminal background. The support of Corporation Counsel would also need to be used routinely.

Ms. Groeschel indicated that the ADRC has volunteer groups that deliver meals. This includes multiple volunteers rotating responsibility and would require everyone to have a background check. Several of the volunteer groups have a background check performed by their employer and can provide it. Students also provide background checks from the university.

Supervisor Campbell/Mr. Epstein motioned to approve the full caregiver background check on all new volunteers, approximately 96, not to be repeated and that the motion effects a policy change beginning October 1, 2015. **MOTION CARRIED.**

ADDLIFE PROGRAM REPORT:

Mr. Slusarek, AddLife Program Coordinator, is always looking for new ways to get consumers involved. Coffee and Conversation is a new program that takes place once per month. This program involves a guest speaker each month conversing over coffee in the atrium with consumers. So far the guests have included emergency responders and coming up will be news broadcasters. Due to computer class requests, we now offer a class led by a volunteer and iPad training classes have had an overwhelming turnout which has led to a second opportunity for this training later this year.

Another exciting event coming up will be "Make It and Take It" workshops with a local published author.

The Wellness Studio is utilized by the YMCA who offers Zumba, Sit & Be Fit, and Stretch & Balance and Chair Yoga and Arthritis Exercise are offered by volunteer instructors. Jin Shin Jyutsu and Hand Reflexology instructors are currently renting space to offer their programs.

Approximately 40 consumers are coming regularly each month to the free Campus Kitchen dinner. This is a partnership with UWGB where students repurposes food from local restaurants and make it into a complete meal for low income persons in the community. Expansion of this program is planned at rural sites in the future. Cooking classes are offered each month in the newly remodeled kitchen where consumers can taste what they make. New Leaf market will also be using the kitchen facility to offer cooking classes to create a complete "start to finish" meal. The \$10 fee for this event can be waived if someone can't afford it. An ADRC staff person volunteers her time in the evenings to instruct a three part cooking series, *Cooking for Independent Living*, engaging young adults with disabilities. This class helps the young adults meet new people, gain friendships, and learn skills firsthand. Over the holidays, the students from this class will get together for a reunion cookie making class and distribute their cookies to shelters and ADRC events.

Dining hours have expanded to 11 – 12:30 and meals are now served on red plates instead of trays. In addition, diners now check in with a volunteer when they arrive who brings them coffee and when making reminder calls for events, the Welcome Center asks consumers to come early or stay for lunch. Many consumers have not previously been aware of this option which has increased the number of registered diners to over 400.

Right now, the AddLife Center has a core group of volunteers help with early bird registrations, farmer's market vouchers, and AddLife activities which has helped to alleviate the Welcome Center from these tasks. The General Brown County Advocacy Team, GBCAT, will begin meeting again this fall. This group has a core group of members that meet regularly and approximately 50 people on an e-mail list that can be called upon when needed. The goal is to continue outreach efforts to expand the e-mail list to more than 100 over the next year. Mr. Slusarek thanked Ms. Van Donsel for volunteering at the Casino Night and calling bingo at another event and encouraged other Board Members to volunteer for events they may be interested in participating in.

Moving forward, Mr. Slusarek enjoys bringing new programming to the ADRC and welcomed new ideas from Board Members.

Ms. Christianson mentioned that a building use policy is currently in the works and will be presented to the Board at a future meeting. Outside groups are able to come into the ADRC and pay for space during the day, evening, and weekends which will help generate revenue.

Ms. Christianson shared that Jeremy has been employed at the ADRC for 18 years and shares his talent with the agency and has a gift of connection with consumers. Board Members thanked Jeremy for all he has done at this agency.

DIRECTORS REPORT:

A. ADRC 2016 CONTRACT PROPOSED CHANGES:

Ms. Christianson highlighted Sister Melanie Maczka's article in the Green Bay Press Gazette. Sister Melanie, who helped found Casa ALBA in 2012, received the prestigious Ohtli award during a ceremony in Chicago. Ms. Christianson passed around a card for anyone wishing to send a congratulatory message.

Ms. Christianson referred to the ADRC Contract handout and the Summary of Changes – Proposed 2016 ADRC Contract handout and highlighted the proposed changes. Brown County has been doing very well in many of the areas, such as Prevention, so the contract requirements are not well beyond our reach. Statewide branding is a theme throughout the draft contract and a business plan. The ADRC logo will only be able to be used if it is blue and white or white and blue. Additional reporting and measurements will need to be created that include the exact cost of each of our services such as I & A, Options Counseling, Benefit Counseling et. The business plan will also need to demonstrate how the public is being engaged and how the ADRC is reaching consumers we do not currently know about. New, creative ways to generate revenue will need to be explored and a business acumen set of strategies employed. The state is trying to position ADRC's to be strong and consistent. Current business hours are 8 – 4:30 and evening appointments are offered if necessary. Current and potential users will need to be polled to find out the most convenient days and times to visit the ADRC and the ADRC will need to modify its hours to accommodate the needs. Several ADRC's are getting together to discuss best practices and how to move forward on some of these issues and figure out the next steps on how to move forward. Ms. Christianson will be presenting at the state all agency meeting for Bureau on Aging and Disability Resources (BADR) on October 13 to discuss how we have integrated Aging and ADRC services, what's important about integrating, and how we partner with independent living centers.

B. AGING 2016-2018 FINAL PLAN: PUBLIC HEARING:

Ms. Christianson indicated that the Public Hearing this year had a better turn out than in year's past. Ms. Christianson referred to the ADRC of Brown County Public Hearing Feedback handout and highlighted some of the recommendations.

Discussion occurred around Twitter, how it works, and if the ADRC should communicate in this method in the future. Supervisor Campbell indicated that, in her experience, this is a great way to connect with the media.

Mr. Epstein asked if Eldertree could be added as an addition to the Public Hearing document.

Discussion occurred around ideas and options which would allow fresh fruits and vegetables to be included with the meal.

Ms. Finder-Stone/Ms. Hickey moved to approve integration of the public hearing information into the Aging 2016-2018 Final Plan. **MOTION CARRIED**

C. OCTOBER 16 STAFF APPRECIATION EVENT:

Ms. Christianson again invited all Board members to the All-Agency Meeting taking place on Friday, October 16 at the ADRC from 1:00 – 4:30 p.m. Paul Wesselmann, inspirational speaker, will be presenting to staff for all of the extra work they have put in during the Family Care transition. Paul will also be speaking at a caregiver event and for the Brown County Wellness Committee for Brown County staff during his time here as well. If unable to attend, please let Ms. Christianson know. Ms. Giesen passed out the Self-Care for Those Who Give flyer which is the evening event Paul Wesselmann will be speaking at for Caregivers. Ms. Giesen asked Board Members to share this event information with anyone who may be interested.

D. PUBLIC LIST OF ADRC BOARD MEMBERS:

Ms. Christianson shared the updated document that lists Board Members names, e-mail addresses, and term limits.

E. LASERFICHE DISCUSSION:

Ms. Ropson briefly described Laserfiche, document management software, which is used to store and organize all consumer and agency records. If interested, Board Members would be able access Laserfiche by using a username and password and be able to view Board information through an online log-in. Ms. Ropson will demonstrate this software at a future Board meeting. Moving to this process would require no additional work for administrative staff.

F. REQUEST FOR C1-C2 TRANSFER FOR NUTRITION PROGRAM:

Ms. Christianson discussed that traditionally 40% of the C1 funds have been transferred from C1, nutrition congregate dollars, to C2, home delivered meal dollars. Home Delivered Meals has continually expanded and the designated amount for C2 would not allow meals to be provided to all Home Delivered Meal candidates. Within the Nutrition budget, the 40% transfer of C1 to C2 has always met the needs on both sides. The state is now enforcing a requirement which allows 20% to be transferred from C1 to C2 and a waiver must be completed in order to transfer 40%. Overall, the State cannot transfer more than 20% across the board. All requests will be reviewed by the State and ADRC's will be notified in January the amount of C1 they will be able to transfer to C2. Ms. Christianson has changed the 2016 budget to reflect this change.

Supervisor Campbell /Ms. Swigert moved to approve the request for C1-C2 transfer for nutrition program. **MOTION CARRIED**

FAMILY CARE UPDATE: Ms. Christianson discussed that insurance agencies will potentially be responders to the RPF's for Act 55's requirements to create an integrated acute and long term care system that will replace the current Family Care program by January of 2017. The next 2 years will include a review and waiver request to CMS for this new system to be developed.

LEGISLATIVE UPDATES: Supervisor Campbell would like to invite legislators to the ADRC to ask about becoming a pilot for the region and how they might help advocate for that. Ms. Christianson agreed that relationships matter and inviting them here is critical.

Ms. Christianson will be getting the ADRC concept paper and share with the board to get a sense of what we're asking for. Then all legislators in Brown County would be invited to an informational meeting. Ms. Christianson also recommends that we engage surrounding counties before moving forward without them.

ANNOUNCEMENTS: Ms. Finder-Stone mentioned that the Assistive Technology fair at Lambeau Field yesterday was a wonderful event.

NEXT MEETING – The next meeting will be October 22nd, 2015 at 8:30 a.m. at Options for Independent Living, 555 Country Club Rd, Green Bay.

ADJOURN:

Ms. Hickey/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 11:31 a.m.

Respectfully submitted,

Kinsey Black, Administrative Specialist